

## REGISTERED PROFESSIONAL NURSE

### FUNCTION OF THE JOB

Under supervision, to assist in providing nursing services within public health programs.

### CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Provides professional nursing staff support at various public health clinics.
2. Makes determination of required immunizations, and administers immunizations and other needed medications according to agency policy.
3. Provides nutritional counseling to clients and their families.
4. Performs well-child exams according to Federal guidelines.
5. Provides health education to individuals and groups.
6. Conducts public health screenings for cholesterol, glucose, blood pressure, etc. at health fairs and other settings.
7. Performs data entry and look up, data searches, reporting, and other functions using various computer systems.
8. Participates as assigned in County disaster plans.
9. Provides information to management for the development and operation of public health programs.
10. May assist with the orientation and guidance of new staff.
11. Assists in coordinating activities of paraprofessional nursing personnel.
12. May assist in surveys, studies, and research.
13. Keeps accurate records and makes reports.
14. Establishes and maintains effective working relations with the recipients of services, other employees, and the general public.
15. Performs other duties as required.

### QUALIFICATIONS

#### Essential Knowledge and Abilities

1. Considerable knowledge of the principles and practices of professional nursing.
2. Considerable knowledge of the laws regulating the confidentiality of client information.
3. Some knowledge of the use of computers and computer keyboards.
4. Ability to assess the health status of clients and families.
5. Ability to practice registered professional nursing effectively.
6. Ability to explain and interpret laws, rules, and regulations pertaining to registered professional nursing.
7. Ability to detect and identify symptoms of communicable diseases.
8. Ability to establish and maintain effective working relationships with the recipients of services, other employees, and the general public.
9. Ability to communicate effectively, both verbally and in writing.
10. Ability to keep accurate records and make reports.

#### Training and Experience

1. Graduation from an accredited diploma nursing program or an associate degree nursing program.
2. Current Wisconsin licensure as a registered professional nurse.